

## **Other Services**

Revised May 2019

### *Copier and Fax Services*

Each library branch offers use of a self-service copier and a fax machine. Cost for copying and fax sending/receiving are posted at each location.

### *Notary Services*

Notary services are provided free of charge at all locations, depending on availability of staff. Staff provide verification of signature only.

### *Test Proctoring*

The Library provides proctoring services free of charge during library hours. See library staff to schedule a test.

### *Tours*

Library tours are available at each location. They may be tailored to meet the needs of each group, including specialized activities or presentations as requested. All tours should be scheduled at least one (1) business day in advance and are subject to available staff.

### *Use of Supplies*

Library users are encouraged to provide their own supplies. The Library provides limited use of office supplies and small office equipment. Blank paper is available for five cents a sheet.